



## VACATION PLAT SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist may be helpful, it is not designed to be a substitute for the Subdivision Regulation provisions. Applicants are expected to review the details of the code. Copies of the Subdivision Regulations can be purchased in the Planning Department, or accessed online under Title 16, Subdivisions, at <http://municipalcodes.lexisnexis.com/codes/manitou/>

A pre-application meeting shall be scheduled with the Planning Staff prior to Minor Subdivision submittal. The following information needs to be provided at the pre-submittal meeting:

- 1) Vicinity map.
- 2) Current plat map.
- 3) Site map showing any current development of the site.

By 5:00 p.m. on the published submittal date, the information as specified in Chapter 16.36 of the Manitou Springs Municipal Code, shall be provided to the Planning Department:



- ☐ 1) Completed Development Review Application form with nonrefundable fee.
- ☐ 2) A letter of explanation.
- ☐ 3) Evidence of satisfactory title insurance or commitment showing record ownership.
- ☐ 4) Three full size (no more than 24" x 36") and one reduced size (not to exceed 11" x 17") copies of the plat drawn by a licensed surveyor or engineer containing the information required by the Subdivision Regulations.